

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-07-P109

OPENING DATE: 09/20/07

IF "OPEN UNTIL FILLED"

POSITION: STAFF ASSISTANT DS-301-9

CLOSING DATE: 10/03/07

SALARY RANGE: DS-9 \$40,603 - \$52,285

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL: DS-9

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

AREA OF CONSIDERATION: Unlimited

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), Office of Deputy Director of Administration (ODDA), Human Resources Administration (HRA)

DURATION OF APPOINTMENT: | ☒ | **Permanent** | | Term (13 months to 4 years) NTE: _____

| | Temporary (Up to 1 year, Not-to-Exceed) _____

| | **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

| ☒ | **This position IS NOT in a collective bargaining unit.**

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for performing a variety of technical, administrative para-professional and assistance in all areas of the human resources program. Serves as a liaison between the Administrator and subordinate managers; provides detailed information on HRA issues and/or information as directed by the Administrator. Maintains the Administrator's schedule and ensures that it reflects priorities and goals of the Administrator, the Deputy Director for Administration, and the Agency. Provides support in all areas of human resource management, to include participating in orientation for new employees, classification activities and training, and performance management. Assists in the production of a variety of written documents, including reports, correspondence and memoranda, utilizing word processing and database software. Assists in researching routine pay and compensation issues. Collects, compiles and assembles sensitive material for human resources issues as directed by the Administrator. Requests technical material and information from various sources for incorporation. Handles and triages customer needs and elevates to a HR Generalist or Specialist as appropriate. Supports the HRA training programs by tracking employee training and formulating periodic and special reports and maintaining all records relative to assigned Administrations. Drafts and types correspondence, memoranda, forms, envelopes, labels, reports, and other materials as requested by the Administrator. Receives and refers visitors and telephone calls directed to the Administrator. Provides general information on internal HR issues, mailing addresses and telephone numbers. Receives HRA complaints from subordinate HR managers, agency management staff, and others; examines for completeness and prepares for the Administrator's attention. Logs HRA complaints in the system using excel software. Responsible for maintenance and submission of time and attendance records to the payroll office; prepares daily activity logs. Assists in planning special events and meetings; provides on-site support for events. Responsible for the receipt, sorting, recording and distribution of incoming and inter-agency correspondence; tracks completion dates. Maintains confidential HRA records and computerized and paper files. Orders and distributes supplies, utilizing the PASS System. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of the mission and function, goals, and objectives, priorities, policies and commitments of a human resources administration to assemble information for reports or responses to inquiries, to compose non-technical correspondence and to resolve clerical and administrative problems related to a HRA;
2. Paraprofessional experience in a human resources functional area to include staffing, recruitment, classification and employee relations;
3. Comprehensive knowledge of the organizational structure of a HRA and the functional relationships of the HR disciplines and operations to carry out work assignments;
4. Demonstrated computer skills and knowledge of Microsoft Word, Excel and Access, sufficient to perform complex Microsoft Office applications; general knowledge of grammar, spelling and punctuation and ability to effectively organize the flow of administrative support work; and
5. Demonstrated ability to communicate effectively, both orally and in writing; sound research and decision making skills to make presentations, draft reports and maintain records.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:		WEBSITE:	www.cfsa.dc.gov
FAX TO:	(202) 727-5750	TELEPHONE:	(202) 724-7373
EMAIL TO:	cfsa.jobs@dc.gov		

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY HUMAN RESOURCES ADMINISTRATION
